

JUVENILE JUSTICE PROGRAM SPECIFIC TRAINING - JJ PSTT

OVERVIEW

This piloted three-week (one week in classroom and one week back in the location office) training is designed for experienced child welfare staff who have completed the eight-week Child Welfare Institute and are now transferring to Juvenile Justice. It is designed to provide the skills needed to perform the job duties of a Juvenile Justice Specialist.

Participants will learn the philosophy behind Juvenile Justice services, the legal basis behind wardship, funding eligibility, the payment process and the input of information into the Service Workers Support System (SWSS).

By the conclusion of the three weeks course, the JJS will have learned:

- Necessary Case Management Techniques
- How to get into and use the Online Manual
- The legal basis for court / state wardship
- Different funding sources
- How to input information into SWSS
 - How to register, open and make necessary case information changes
- How to initiate Payments
- How to complete necessary reports
 - Initial, Updated and Supplemental Service Plans
- Placement alternatives and the referral procedure for out-of-home placements for JJ youth
- Of the many and varied programs available to youth in their own home or out-of-home placements

WEEK ONE

LEGAL STATUS

- Brief history of worker responsibility for care of wards through Federal and State Laws, Child Placing Rules and JJ Policy.
- Distinction between Family Division and Adult Division of Circuit Court and how they relate to our youth and the crimes that are committed.
- How to read Disposition Orders and establish that all information on the order meets Federal Regulations. Pointing out how the Delinquency Proceedings order is different and distinctly for and how it addresses JJ wards only.
 - Meeting Reasonable Efforts to explain services to the ward and family to prevent removal from the home. If removed from their home, those

- services provided, to reunify the ward and their family and / or return to the community.
- Distinction between a Court and State Ward.
- Review hearings every 3-6 months.

FUNDING SOURCES

- Cover the four major funding sources:
Title IV-E
 - Reasonable Efforts
 - Placements eligible for Title IV-E
 - Specific eligibility factors (age, deprivation and need)
 - Addressing specifics on disposition order that could affect Title IV-E
 - DHS-176 sent to court if ward not eligible

State Ward Board and Care (SWBC) **County Child Care Fund (CCCF)**

- The funding sources for those wards that are not Title IV-E eligible.

State Funding (Emergency / Short Term Foster Care)

- Medicaid eligibility and what / whom it covers.
- Other Government Benefits (RSDI, SSI, VA, Child Support etc.)
 - DHS-3205 for reporting to Payment Reconciliation
 - DHS-4699 (if necessary) for potential SSI eligibility
- Computer input of information into SWSS to determine the Funding source that will pay for services and/or out-of-home placement.
 - DHS-352 Initial Determination of Appropriate Foster Care Funding Source
 - SWSS Child application on computer and print out (this is based on actual case followed throughout training class)
 - DHS-350 Re-determination of Funding Source

INDIAN CHILD WELFARE

- Paul Cloutier, Indian Affairs, speaks of ICWA and how it applies to Juvenile Justice youth.

ASSIST, CIMS, FAJ SWSS

Overview of what needs to be completed in order to register (ASSIST), then open (CIMS/CSMIS) both the JJ Services and Medicaid Case, by inputting information into the FAJ (Foster Care, Adoption, Juvenile Justice) SWSS computer program.

- DHS-133A Registration form
- DHS-5S Documents case opening and placement address on CIMS/CSMIS
 - Enhancement sheet to assist the specialist in understanding codes on the DHS-5S.
 - Review reporting sheets that Supervisors receive from Lansing and shared with specialist so they can keep abreast of quarterly reports due within a month, the present month or past due.
 - CL-121
 - CY-100
- Several pages from a step by step personal computer user guide that can be used back in the JJS's office.
 - Changing/up dating passwords
 - Inquiry guide pages, ie. File clearance, medical history, payment and Children's Foster Care Payment Authorization Inquiry.
- Actual application and inputting of data of a practice case into FAJ SWSS
- Medicaid is opened on cases unless the youth is already active on another MA case.
 - Instructions are given that the other Medicaid case be closed, by providing a letter and copy of Court order to the FIS/ES immediately so the JJS can open a non-managed care MA case, if ward is eligible.

PLACEMENTS

Review In-home versus Out-of-home placements. Permanency planning is discussed and how important it is to go over the plan with the family and ward on a consistent basis.

- Define what is considered family and potential placements if parent home is not a possibility.
- Refer to JJ Residential Placement Policy
 - If Security Risk Level is Community – then placement responsibility rests with JJS.
 - If the level is Low, Medium or High – a referral packet must be sent to the Juvenile Justice Assignment Unit (JJAU) for placement.
- DHS-767 Condition of Placement Agreement. This form can be used as a management tool for the ward in reporting their progress, or lack of, to the court at review hearing. It should be written in the ward's own words and

what he/she sets as goals for themselves. (Stress strength based process when setting goals)

- A quick exercise that makes the specialist contemplate what it was like when they left their parent's home as an adult. This leads into another placement goal of Independent Living / Emancipation by age 19.
 - DHS-4527 Independent Living Agreement
 - Two handouts are covered that may assist and prepare a youth with independent living skills, whether on their own or returning to their home.
- Youth in Transition (YIT) funds are not available to JJ youth if their out-of-home placement is solely based on their delinquent behavior.

WEEK TWO

CASE MANAGEMENT

The Juvenile Justice Specialist (JJS) is responsible for a ward's case from the time it is assigned until the ward's discharge regardless of the placement. They are responsible for developing, writing, implementing, monitoring, maintaining and ensuring completion of all case plans.

- Time Frames and Responsibilities assist a JJS in opening a new case (what activity and form is necessary), what is needed to be done at three month review, six month review, at or before one year review, replacements, discharge from foster care/placement (return home), financial change for youth and lastly if a child is returned home then removed again.
- Single page opening checklist for opening a JJ case, once a specialist is more familiar, with opening a new case. (covers only the first 30 days)
- DHS-3307A Youth Face Sheet
- DHS-4737 Victims' Rights Request
- DD-04 Michigan Sex Offender Registration
- DD-4A Explanation of Duties to Register As A Sex Offender
- DHS-1583 Interagency Voucher Request (ward ID)
- DHS-62 DNA Profile Verification
 - DHS-93 Invoice for services for payment of DNA profile and other JJ services for wards
 - DHS-94 Authorization Provider Enrollment
 - L-letter for paternity testing
- DHS-261 Request for Michigan Birth Record (certified copy)
- DHS-3200 Report of Child Abuse/Neglect (overview of specialist reporting responsibility) Expunging any CA/N reports from JJ files.
- DHS-69 FC/JJ Action Summary Used for child replacement, caseworker change, parent move and case closing.

- Discussion of Interstate Compact.
 - When requesting Out of Town Inquiry (OTI) – a note to remind specialist to request that a criminal history check is mandatory for all adults/youth living in the home. A Central Registry check is required unless the receiving State doesn't have a Central Registry.
- Discuss visitation requirements and time frames (Go over permanency planning goals and objectives for ward and family)
 - Responsibility of specialist to sign in log when visiting youth
- Discuss authority to consent for Temporary or Permanent Wards
 - Authority for Interview of Youth under DHS supervision
- Discuss confidentiality
- Responsibility for inform young men at age 17 to register for Selective Service
- DHS-221 Medical Passport
- DHS-3762 Consent to Emergency Treatment
- Discussion on Michigan Rehabilitation Services for youth leaving residential placements
- Discussion of Balanced and Restorative Justice for youth
- MC-258 Report of Nonpayment of Restitution
- DHS-4463 Case Reading Report
- DHS-4713-M Child Death Reporting Database
- DHS-4712 Adult Death Reporting

INITIAL, UP-DATED AND STUCTURED DECISION MAKING SERVICE REPORTS

- Overview of Initial Service Plan (ISP)
 - Completion of Classification Report on practice case. Score and establish security risk level for future placement referral.
 - Go over descriptions of Security Level descriptions
 - Exercise: Individuals are assigned between one to two treatment topics and they are to come up with two or more strength based questions that can be answered by the parent and/or ward.
 - Go over characteristics of a well-formed goal
 - Furnish trainees with more information about youth, which the class is following, including completed physical, dental, substance abuse and psychological reports. With these in hand they are to complete the treatment plan section on their own. (They are able to work on this report for one whole week before we discuss their results.) As a group we then discuss each section before prioritizing the treatment goals for the youth and family.
- Gwen Dobrowolski, of BJJ Program Office, assists by presenting any new policy items coming up in the future and what is needed in the content of their ISP, USP and SUSP.
- Overview of the Integrated Planning and Assignment System for all youths based on the outcome of the classification scoring, done earlier, on their ISP.

- Graph of Service, Treatment and SDM forms
- Overview of the Reassessment Requirement forms (USP, SUSP, Treatment reports)
 - DHS-4536 Youth Re-offending Reassessment (Community Based)
 - DHS-4538 Youth Re-offending Reassessment (Residential Based)
 - DHS-4539 Security Level Matrix for Re-offenders
- Overview of Updated Service Plan (USP)
- Overview of Supplemental Updated Service Plan (SUSP)
 - Proof of receiving treatment plan from residential/private agency and agreeing with the report
 - Serves as DHS signature page

OVERVIEW OF PAYMENT SYSTEM AND SWSS APPLICATION

- Overview of Determination of Care and the responsibility of the JJS to go over the forms, based on the needs of the youth, with the foster parent while the youth is in the foster home placement.
 - DHS-470 DOC for children age one day through twelve years of age
 - DHS-470A DOC for children age thirteen and over
 - DHS-1945 DOC for Medically Fragile Children in Foster Care
- Discussion over the 'Per Diem' for the wards.
- Location, in Online Manuals, where they can find the cost of care, based on age of the ward in foster care or placement in residential or a child placing agency home.
- Enhancement sheets covering:
 - Payments that can be processed right in the local office versus those that have to be entered by Central Office's Program Office.
 - Reasons for Board & Care pends
 - Payments requiring special processing
 - NA-120 Model Payments System Case Load Payment Analysis
 - NA-640 Foster Care Authorization Expiration Report
- Discuss where provider ID numbers come from and how they are used for the Model Payment System.
- Overview of how the JJS can pay for foster care, in Model Payments, to caretakers who are not licensed as a foster home.
 - For placement of State Wards only
 - DHS-2351X Model Payment Provider Enrollment Request/Status Notice.

WEEK TWO AND INTO WEEK THREE

CASE MAINTENANCE

- Exercises 1-4 that moves a case from beginning of case opening to closure. Workers continue to move along with the case they have been working on since week one.
 - There are changes that need to be made as the youth moves through the court and agency system.
 - Input into FAJ SWSS
 - Paperwork documenting changes in the case and maintained in the youth's case folder

NON-SCHEDULED PAYMENTS

Overview of what are defined as non-scheduled payments and how to pay for those needs of the ward, over and above what their per diem covers.

- Enhancement forms:
 - Services Payments Codes
 - DHS-634 Quick Reference Guide
 - List of DHS-1582-CS payments
- Practice exercise for inputting an Initial Clothing Allowance for youth that workers have been following for three weeks, into the FAJ SWSS system.
- Practice exercise using DHS-1582-CS, paying for conveyors.

REVIEW BUZZ WORDS AND NUMBERS GAME AS A POINT CHECK OF WHAT THEY HAD LEARNED DURING THE THREE WEEKS